

# **MAFORPAC SOP FOR CMCC**







UNITED STATES MARINE CORPS  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-6001

MARFORPACO P5511.1  
CMCC  
05 JAN 2001

MARINE FORCES PACIFIC ORDER P5511.1

From: Commander, Marine Forces Pacific  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE CLASSIFIED MATERIAL  
CONTROL CENTER (SHORT TITLE: SOP FOR CMCC)

Ref: (a) SECNAVINST 5510.36  
(b) SECNAVINST 5510.30A  
(c) OPNAVINST C5510.101D  
(d) MCO P5510.18A  
(e) MARFORPACO 5510.18

Encl: (1) LOCATOR SHEET

1. Purpose. This Manual promulgates policies and procedures for effective management, operation, and maintenance of the Marine Forces Pacific/Marine Corps Bases Pacific (MARFORPAC/MARCORBASESPAC) Classified Material Control Center (CMCC).

2. Background. This Manual is published to assist the MARFORPAC CMCC, Divisions/Special Staff Sections and MARFORPAC/MARCORBASESPAC Major Subordinate Commands (MCS's), by providing a uniform method per the references for controlling and maintaining classified material.

3. Action. MARFORPAC/MARCORBASESPAC MSC's, will to the greatest extent applicable, follow the guidance contained in this Manual in publishing and maintaining their own Command SOP for CMCC.

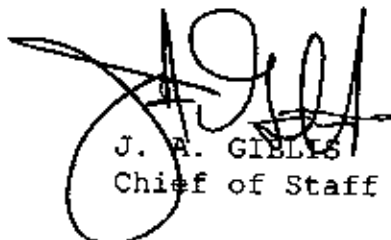
4. Records Disposition. All records in this Manual pertaining to the receipt, transfer, or issuance of classified documents will be maintained for a period of 2 years. All records relating to the disclosure receipt of Top Secret information will be maintained for a period of 5 years from the date the document is downgraded, transferred, or destroyed.

5. Recommendation. Recommendations concerning the contents of this SOP are invited. Such recommendations should be forwarded to the Commander, Marine Forces Pacific (Attn: FADJ) via the chain of command.

MARFORPACO P5511.1

05 JAN 2001

6. Certification. Reviewed and approved this date.



J. A. GIBLIS  
Chief of Staff

DISTRIBUTION: List I

05 JAN 2001

LOCATOR SHEET

Subj: SOP FOR CMCC

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)



# SOP FOR CMCC

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR CMCC

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change



# SOP FOR CMCC

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# SOP FOR CMCC

## CHAPTER 1

### GENERAL INFORMATION AND DEFINITIONS

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# SOP FOR CMCC

## CHAPTER 1

### GENERAL INFORMATION AND DEFINITIONS

#### 1000. SCOPE

1. The Classified Material Control Center (CMCC) is the primary control point for all controlled classified material held by this Headquarters. The CMCC is authorized to hold Top Secret, Secret, and Confidential classified material. Divisions and Special Staff Sections that have been authorized to hold classified material are designated as Secondary Control Points (SCP). Presently there are 13 SCPs:

- a. Assistant Chief of Staff, G-1
- b. Assistant Chief of Staff, G-2
- c. Assistant Chief of Staff, G-3
- d. Assistant Chief of Staff, G-4
- e. Assistant Chief of Staff, G-5
- f. Assistant Chief of Staff, G-6
- g. Assistant Chief of Staff, G-8
- h. Assistant Chief of Staff, G-9
- i. Assistant Chief of Staff, Aviation Logistics Division (ALD)
- j. Public Affairs Office (PAO)
- k. Staff Judge Advocate (SJA)
- l. Staff Secretary (SSEC)
- m. Headquarters and Service Battalion (HQSCVBN)

2. Accountability and control of CMCC distributed classified material is maintained through a system of checks and balances. A computer database, in conjunction with records of receipt, quarterly inventories, inspections, request for reproduction or distribution,

and destruction reports. These checks and balances ensure a complete record of receipt, reproduction, distribution, custody and disposition.

1001. RESPONSIBILITIES. The CMCC operates under the staff cognizance of the Force Adjutant. The Force Adjutant will coordinate with the MARFORPAC Command Security Manager concerning the handling and safeguarding of classified material under the cognizance of the CMCC.

1002. DOCUMENTS

1. Locator Sheet. The locator sheet is used as a receipt for classified material checked out by a SCP (figure 1-1).
2. 3/100 Form. The 3/100 Form is used to aid the SCP in controlling and accounting for CMCC distributed classified material within their Division or Special Staff Section (figure 1-2).
3. Top Secret Disclosure Sheet. The Top Secret Disclosure Sheet is attached to all CMCC distributed Top Secret Material by the CMCC and is used to record the signature of any individual who has sighted or had the material in their possession, whether they have read it or not. The Top Secret Disclosure Sheet is not to be used as a routing sheet (figure 1-3).
4. Reproduction/Distribution Request. The Reproduction/Distribution Request records the reproduction and or distribution of CMCC distributed classified material. SCPs must formally request the reproduction or distribution of classified material from the CMCC utilizing this format. The Reproduction/Distribution Request documents what action will take place (figure 1-4).
5. Return Receipt. The return receipt is used to verify the receipt of CMCC distributed classified material sent to another command. This Headquarters is accountable for classified material until the addressee signs and returns the receipt identifying the documents. Return receipts will be maintained for 2 years within the CMCC (figure 1-5).
6. Mail Out/Transfer Request. The Mail Out/Transfer Request records the transfer of CMCC distributed classified material from MARFORPAC. SCPs must formally request the mail out/transfer of classified

material from the CMCC utilizing this format. The Mail Out/Transfer Request documents what action will take place (figure 1-6).

7. Tracer Action Request. The Tracer Action Request is generated to trace CMCC distributed classified material that was mailed from this Command and not confirmed by a return receipt within thirty days (figure 1-7).

8. Destruction Report. The Destruction Report is used to certify the destruction of CMCC distributed classified material (figure 1-8).

9. Courier Card Request. The Courier Card Request is used by the Command Security Manager's Office for the issuance of a Department of Defense Courier Card (DD Form 2501) as well as a Korean Courier Card. Individuals must formally request a Courier Card from the Command Security Manager's office utilizing this format (figure 1-9).

1003. CLASSIFIED MATERIAL CONTROL SYSTEM (CMCS) DATABASE. The CMCS database is a running inventory of CMCC controlled classified material on file. The database records the location or disposition of any controlled classified material received or generated by this Headquarters. The CMCS database operates from Microsoft Access 97. The database simplifies the accounting and control process by utilizing the following options:

1. Input/Find Information. The Input/Find Information option allows the input of classified material into the database as well as the ability to locate material in the database quickly.

2. Search History Files. The Search History Files option allows a search of the database history files in order to determine the status of a previously controlled item.

3. Print Forms. The Print Forms option contains forms such as the locator sheet (figure 1-1), 3/100 forms (figure 1-2), Top Secret Disclosure Sheet (figure 1-3), and the controlling label, which is attached to the controlled item.

4. Destroy Documents. The Destroy Documents option allows the destruction of CMCC controlled classified documents from the MARFORPAC account. The destruction report (figure 1-8) is generated by this option.

5. Print Inventories. The Print Inventories option prints

inventories for the individual SCPs.

6. Document Mail Out/Tracer Actions. The Document Mail Out/Tracer Action option tracks the mail out of classified material from the CMCC. This option generates an automated return receipt (figure 1-5) as well as tracer actions for overdue return receipts.

SOP FOR CMCC  
**SECRET**

CONTROL #	COPY #	DOC DATE	DATE RECEIVED	SSIC	SECTION CODE
ORIGINATOR			DECLASS INS	DOC TYPE	
SUBJECT/DESCRIPTION					SUBJECT CLASS

DATE TO	SECTION	SIGNATURE	DATE RETURNED	INITIAL

**SAMPLE**

**FOR CMCC USE ONLY**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

STATUS OF ITEM: \_\_\_\_\_

THIS FORM IS UNCLASSIFIED UPON REMOVAL OF ENCLOSURE

CMCC FORM 3/100

**SECRET**

Figure 1-2.--Sample 3/100 Form.

**TOP SECRET**

					CONTROL NUMBER	
DOCUMENT DATE	SERIAL NUMBER	TYPE	SSIC	DATE RECEIVED	COPY NO.	NO. OF COPIES
ORIGINATOR						
SUBJECT						
			SUBJ CLASS	CHANGES	SDS	DISP & SECTION

[illegible]

**TOP SECRET**

Figure 1-3.--Sample Top Secret Disclosure Sheet.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO

5511

G-5

19 Jun 00

From: Assistant Chief of Staff, G-5  
To: Staff Noncommissioned Officer in Charge, Classified Material  
Control Center

Subj: REQUEST FOR REPRODUCTION/DISTRIBUTION OF CLASSIFIED MATERIAL

1. It is requested that the following controlled document(s) be reproduced for distribution:

a. Subject or title:	MARFORPACO S1234.56
b. Originator:	MARFORPAC G-5
c. Control Number:	91001234
d. Date of document:	911123
e. Classification:	Secret
f. Number of copies required:	2
g. Required by date:	000623
h. Justification:	Required for Exercise UFL 00
i. Distribution:	I MEF, III MEF

2. Point of contact in this matter is SSgt J. R. Estrada at 477-0003.

O. K. JONES

Figure 1-4.--Sample Reproduction/Distribution Request.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
G-1  
19 Jun 00

From: Staff Noncommissioned Officer in Charge, Classified Material Control Center  
To: Commanding General, III Marine Expeditionary Force, Unit 356001, FPO AP 96602-6001  
Subj: MARINE FORCES PACIFIC RETURN RECEIPT

1. Please verify the receipt of the following:

- a. Unclassified Description: Secret Working Papers
- b. Date Mailed: 000501
- c. Sent Via: Registered
- d. Accountable Number: R123 456 789

2. Please fill out the following information and return within 30 days to avoid further action:

- a. Name: \_\_\_\_\_
- b. Rank/Position: \_\_\_\_\_
- c. Date Received: \_\_\_\_\_
- d. Signature: \_\_\_\_\_

3. Point of contact in this matter is SSgt I. M. Marine, SNCOIC CMCC at DSN: 477-8320 or Commercial: (808) 477-8320.

I. M. MARINE

Figure 1-5.--Sample Return Receipt.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-6001

IN REPLY REFER TO  
5511  
G-3  
19 Jun 00

From: Assistant Chief of Staff, G-3  
To: Staff Noncommissioned Officer in Charge, Classified Material  
Control Center

Subj: REQUEST FOR TRANSFER/MAIL OUT OF CLASSIFIED MATERIAL

Encl: (1) Classified Diskette, Control Number 98000001

1. Request the enclosure be transferred/mailed to the address listed below:

Commanding General  
I Marine Expeditionary Force  
(Attn: CMCC)  
Box 555300  
Camp Pendleton, CA 92055-5300

2. Point of contact is SSgt S. C. Peterson at 477-0001

D. E. PLOY

Figure 1-6.--Sample Mail Out/Transfer Request.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96661-6001

IN REPLY REFER TO  
5511  
G-1  
19 Jun 00

From: Staff Noncommissioned Officer in Charge, Classified Material Control Center

To: Commanding General, III Marine Expeditionary Force, Unit 356001, FPO AP 96602-6001

Subj: MARINE FORCES PACIFIC TRACER ACTION REQUEST

1. The following document was sent to your command and a return receipt has not been received:

- a. Unclassified Description: Secret Working Papers
- b. Date Mailed: 000501
- c. Sent Via: Registered
- d. Accountable Number: R123 456 789

2. Please fill out the following information and return within 10 days to avoid further action:

- a. Name: \_\_\_\_\_
- b. Rank/Position: \_\_\_\_\_
- c. Date Received: \_\_\_\_\_
- d. Signature: \_\_\_\_\_

3. Point of contact in this matter is SSgt I. M. Marine, SNCOIC CMCC at DSN: 477-8320 or Commercial: (808) 477-8320.

I. M. MARINE

Figure 1-7.--Sample Tracer Action Request.

SOP FOR CMCC

UNCLASSIFIED

5511  
CMCC  
19 Jun 00

To: Commander, U.S. Marine Forces Pacific, Camp H. M. Smith, HI  
96861-4137

Subj: CLASSIFIED MATERIAL DESTRUCTION REPORT #001 OF 19 JUN 00

1. The classified material described below has been destroyed in accordance with regulations established by the Department of the Navy Information Security Program Regulation: SECNAVINST 5510.36.

Class	Control#	Copy#	Doc Type	Originator	Doc Date
Subject/Description					

WITNESS SIGNATURE/GRADE

WITNESS SIGNATURE/GRADE

Page 1 of 1

OFFICER IN CHARGE  
CLASSIFIED MATERIAL CONTROL CENTER

UNCLASSIFIED

Figure 1-8.--Sample Destruction Report.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
CG  
1 Jun 00

From: Office of the Chief of Staff  
To: Command Security Manager  
  
Subj: REQUEST FOR COURIER CARD (DD2501)  
  
Ref: (a) SECNAVINST 5510.36  
(b) MARFORPACO P5510.18

1. Per the references, it is requested that the below listed individual be issued an U.S. courier card DD2501 and a Korean courier card.

NAME:	SMITH, JOSEPH R.
GRADE:	MAJ
SSN:	123 45 6789
DIVISION:	SSEC
SEX:	MALE
RACE:	CAUCASIAN
AGE:	34
HEIGHT:	69
WEIGHT:	179
EYE COLOR:	BLUE
HAIR COLOR:	BROWN
SECURITY CLEARANCE:	TOP SECRET
COMPONENT:	USMC

2. Point of contact for this request is LCpl I. M. Marine at ext. 8418.

T. M. LEATHERNECK

Figure 1-9.--Sample Courier Card Request.



# SOP FOR CMCC

## CHAPTER 2

### AUTHORITY, RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES

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## SOP FOR CMCC

### CHAPTER 2

#### AUTHORITY, RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES

2000. AUTHORITY. SECNAVINST 5510.36, DoN Information Security Program Regulation is the regulation governing the safeguarding of Classified Information.

#### 2001. RESPONSIBILITY

1. Force Adjutant. The Force Adjutant is responsible for the following:

- a. Advising the AC/S, G-1 in all matters pertaining to the CMCC.
- b. Maintaining an Emergency Action Plan (EAP) for the CMCC and SCPS.
- c. Ensures that any threats or vulnerabilities concerning CMCC controlled classified material are promptly reported to the Command Security Manager.
- d. Overseeing a program for classification, declassification, and downgrading of classified information held in the CMCC, in concert with the Command Security Manager.
- e. Ensuring the CMCC complies with accounting and control requirements for all CMCC controlled/distributed classified material, including receipt, custody, distribution, inventory, reproduction and disposition thereof.
- f. Ensuring that access to the CMCC is limited to those who have a "need to know." All hands entering CMCC spaces will be required to sign in and out.
- g. Ensuring that CMCC distributed Top Secret material is reproduced only in accordance with the current edition of SECNAVINST 5510.36 and if stipulated, with the consent of the originator, or original classification authority (OCA).
- h. Overseeing the reproduction of Top Secret material and Secret material brought under control of the CMCC.

i. When the SNCOIC of the CMCC is assigned as a SSgt, the Force Adjutant will be assigned as the Top Secret Control Officer.

j. When the SNCOIC of the CMCC is assigned as a SSgt, the Force Adjutant will be assigned as the North Atlantic Treaty Organization (NATO) Control Officer. The NATO Control Officer and alternate appointee's will be designated in writing. (See figure 2-2)

2. Staff Noncommissioned Officer in Charge CMCC. The SNCOIC CMCC is responsible for the day-to-day operation of the CMCC. The SNCOIC CMCC is directly responsible to the Force Adjutant. The SNCOIC CMCC is responsible for the following:

a. Inventorying the CMCC annually, and reporting the findings to the Assistant Chief of Staff G-1 via the Force Adjutant. If a change of custodian inventory coincides with the annual inventory, the annual inventory may be waived.

(1) An inventory of CMCC controlled classified material consists not only of an inspection of documents on hand, but also a reconciliation of the account to ensure that all documents, whether on hand or assigned to a SCP are properly accounted for. Consequently, inventories conducted by the CMCC will include inventories by all secondary control points of Secret material. All Top Secret classified material will be physically sited and page checked by the individual(s) conducting the inventory. Inventories will include a listing of documents by control number, title, originator and copy number.

(2) Inventories will be conducted on the following occasions:

(a) At least annually.

(b) Upon change of SCP custodian.

(c) When security containers are found open and/or a compromise or possible compromise or loss may have occurred.

(d) When an SCP custodian, clerk or person having direct access to CMCC distributed classified material is in an unauthorized absence status.

b. The SNCOIC CMCC when assigned as a GySgt or above will be appointed as the Top Secret Control Officer. The Top Secret Control Officer and all alternate appointees will be designated in writing. (See figure 2-1)

c. The SNCOIC CMCC when assigned as a GySgt or above will be assigned as the NATO Control Officer per OPNAVINST C5510.101D. The NATO Control Officer and all alternate appointees will be designated in writing. (See figure 2-2)

d. The SNCOIC CMCC will be assigned as the Naval Warfare Publications Library Custodian regardless of rank. The Naval Warfare Publications Library Custodian appointee will be designated in writing. (See figure 2-3)

e. Ensuring Secondary Control Points are designated in writing (figure 2-3) and maintain a copy on file in the CMCC.

f. Ensuring the Secondary Control Points submit an inventory quarterly or when any of the occasions listed in paragraph 2001.2a(2) above occur.

g. Inspecting Secondary Control Points. This will be accomplished on an unscheduled basis at least annually.

h. Ensuring that inspection discrepancies are corrected within 30 days.

i. Ensuring GSA approved security containers are utilized for storing all classified material held by the CMCC.

j. Maintaining a Standard Form 700 (combination change envelope) for all security containers and strongrooms used for storing classified material throughout the headquarters. (figure 2-5). The CMCC Master GSA Security Container combination along with the combination to the CMCC vault door will be stored in the Force Command Center (FCC).

k. Conducting an emergency action plan drill annually, reporting the results to the Force Adjutant.

l. Ensuring Top Secret documents are inventoried and page checked to ensure 100% accountability.

m. Maintaining a continuous chain of receipts for all classified material controlled by the CMCC.

n. Maintaining a receipt system of all classified documents transferred to other commands.

o. Ensuring that only individuals with proper clearance, access, and "need-to-know" are granted access to the CMCC.

p. Ensuring that receipt of improperly transmitted material is reported to the sender.

q. Maintaining a working file containing at a minimum, letters of appointment, access letters, SCP appointment letters, reproduction requests, inspection results, inventories, and destruction reports.

r. Submitting timely and accurate reports of receipts, transfers, destruction and other directed transactions to proper authority.

s. Performing orientation and refresher training for SCPs and personnel authorized access to NATO classified material, minimally on an annual basis. Records of orientation/refresher training will be maintained for 2 years.

3. Primary and Secondary Control Point (SCP) Custodians. Primary and Secondary SCP Custodians will be appointed in writing per figure 2-4. Primary SCP Custodians will be SSgts'/GS-5's or above; Alternate SCP Custodians may be Sgt's/GS-4's and below. SCP custodians are responsible for the following:

a. Maintaining accountability of CMCC controlled classified material in compliance with this manual and applicable references.

b. Ensuring that working papers and notes are marked, dated, safeguarded, accounted for and destroyed when no longer needed, or delivered to the CMCC for accountability.

c. Ensuring that all classified material is safeguarded within GSA Approved Security Container when not in use by someone with the requisite security clearance and need-to-know.

d. Ensuring that preliminary drafts, carbon sheets, work sheets, stencils, classified floppy diskettes etc. are safeguarded according to their content and destroyed after they have served their purpose.

e. Ensuring that adequate security checks are conducted within office spaces at the end of normal working hours and the documenting of the security checks on SF 701, Activity Security Checklist. A single SF 701 may be employed for inter-connected office spaces.

f. Ensuring that classified material is transmitted or transported in accordance with applicable references.

g. Maintaining a receipt system for classified material as outlined in this Manual.

h. Ensuring only individuals with proper security clearance, access and "need-to-know" are granted access to classified material.

i. Ensuring that classification markings are applied in accordance with SECNAVINST 5510.36.

j. Maintaining a file containing at a minimum, letters of appointment, Division/Special Staff Section access roster, SCP appointment letters, reproduction requests, inspections and inventories.

k. Ensuring that Security Container Check Sheets are properly completed upon opening and closing/locking a GSA Security Container (Safe) to include the "Checked by" column.

l. Ensuring inspection discrepancies are corrected within 30 days.

m. Submitting inventory results in accordance with the quarterly schedule published by the CMCC.

n. Monitor the Command Security Access List (CSAL) located on the Unclassified LAN/NIPRNET at W:\COMMON APPLICATIONS\SECURITY\CSD.MDB to ensure accuracy for respective Divisions/Sections.

## 2002. ADMINISTRATIVE PROCEDURES

1. Processing/Mailing Classified Documents. Receiving and sending classified material will be accomplished by the CMCC per the specific instructions in SECNAVINST 5510.36 and the following:

a. Top Secret classified material may be received and forwarded through the Defense Courier Service (DCS) or an authorized courier only.

b. Secret classified material may be received and forwarded by

any method authorized for Top Secret classified material or U. S. Postal Service (USPS) Registered Mail or authorized courier only.

c. Confidential classified material may be received and forwarded by any means authorized for Top Secret or Secret classified material, or certified mail, first class mail or authorized courier.

d. Upon receipt of Top Secret, Secret or Confidential classified material, the SNCOIC CMCC will ensure the following tasks are completed:

(1) Sign, date and return the Record of Receipt to the originator.

(2) If the item requires accountability, enter the incoming material into the CMCS database. The following information will be included:

- (a) Control Number
- (b) Copy Number
- (c) Classification
- (d) Type of document
- (e) Originator
- (f) Date of Material
- (g) Declassification Instructions
- (h) Registered/Certified Mail Number
- (i) Subject
- (j) Internal Section Code
- (k) Date received
- (l) Date Page Checked (Top Secret Only)
- (m) Number of Pages (Top Secret Only)

(3) A control number will be assigned consisting of eight

digits. All documents will be numbered sequentially in the order that they are received. Confidential and unclassified material will only be assigned a control number if it is considered NATO or NWPL.

(4) Once a control number has been assigned, record the number, along with all other pertinent information, into the database.

(5) The "Copy" number assigned is based on the number of copies received, not on any number assigned by another organization.

(6) Print the locator sheet (figure 1-1) as well as the 3/100 form (figure 1-2) before notifying the Division or Special Staff Section(s) concerned.

(7) Documents requiring dissemination to other units or commands will either be mailed to the appropriate command's CMCC or they will be notified for pickup.

2. Accounting and Control of Classified Material. Classified material must be afforded a level of accounting and control commensurate with its assigned classification. Accounting and control serves to: limit dissemination, prevent unnecessary reproduction, and to safeguard from unauthorized disclosure.

a. Top Secret. The Top Secret Control Officer (TSCO) is responsible for receiving, maintaining accountability registers, distributing and destroying Top Secret material. Top Secret material will be handled in the following manner:

- (1) Be centrally controlled through the CMCC.
- (2) Contain a list of effective pages.
- (3) Contain a record of disclosure (accountability register, figure 1-3).
- (4) Be page checked and inventoried as required.
- (5) Be accounted for by a continuous chain of receipts (hand-to-hand transfer with signed receipts is required).

b. Secret. The SNCOIC CMCC is responsible for receiving, accounting for, distribution and destruction of CMCC

distributed/controlled Secret classified material. The following exceptions apply:

- (1) AUTODIN/MDS Messages (see paragraph 6 of this chapter).
- (2) Working Papers (see paragraph 17 of this chapter).

3. Classified CD ROMs. Classified CD ROM's up to the security classification of Top Secret will be destroyed by the CMCC utilizing a NSA approved CD destroyer only.

4. Internal Distribution of Controlled Classified Material.

a. Individuals with appropriate clearance and access will sign and date the locator sheet (figure 1-1) before withdrawing any classified material from the CMCC.

b. The SCPs will utilize the 3/100 forms (figure 1-2)

c. When the document is returned, the SNCOIC CMCC will date and sign the 3/100 form. Once this is done the respective SCP custodian is relieved of responsibility for the returned classified material.

d. When CMCC distributed classified documents are to be utilized by commands, staff sections and other personnel assigned to commands outside of this Headquarters, such documents are to be receipted for only by respective command CMCC personnel.

5. Changes to Classified Material. Periodically, changes will be issued either electronically or by letter. It is essential that changes are made quickly and accurately to ensure all reference material is up-to-date. These changes usually take one of the following forms:

a. Page Inserts. Page changes will not be entered into the accounting system independent of the basic document, but will be identified as a change to the document. The general instructions for making a page change are self-explanatory. Once the page changes are inserted, the SNCOIC CMCC or SPC custodian will accomplish the following tasks, depending on where the material is being held:

(1) File the promulgation page following the signature page of the basic document.

(2) Complete a page check when the change calls for the insertion or removal of pages, and annotate the document's

cover/promulgation page.

(3) Annotate the change on the Record of Changes Page, Cover Page and CMCS Database.

b. Message and Pen Changes. When a change is received by message, the number of documents held will determine the number of required copies of the message. Once the change has been made, the SNCOIC CMCC or SCP custodian will:

(1) Annotate the change number in the margin bordering the change.

(2) If the change adds a paragraph too lengthy to fit in its assigned space, enter the title and paragraph/subparagraph identification in the margin of the page and refer to the appropriate change, which will be filed following the signature page of the basic document.

(3) File the change in the document following the signature page of the basic document.

(4) Annotate the changes on the Record of Changes Page, Cover Page and CMCS Database.

## 6. Processing Classified Messages

a. AUTODIN/MDS messages classified Secret and below are the responsibility of the individual Division or Special Staff Sections.

(1) No central control is required for Confidential or Secret naval messages.

(2) Confidential/Secret naval messages are to be safeguarded commensurate with the security classification assigned.

(3) Confidential/Secret naval messages are to be properly destroyed. No destruction report is required.

b. AUTODIN/MDS messages classified NATO Secret and above, to include ATOMAL messages, will be controlled by the CMCC. NATO messages will be logged into the CMCS Database in the same manner as any other controlled classified material.

(1) The CMCC will record the date received, date of material,

originator, classification, subject and, number of copies received, in the CMCS.

(2) SCP custodians will receipt for NATO messages distributed by the CMCC.

(3) NATO Secret messages will be returned to the CMCC for distribution or destruction.

c. Top Secret naval messages, including "Special Handling" messages, SPECAT, and "Personal For" messages are received at the Force Command Center (FCC). A Top Secret Disclosure Sheet (figure 1-3) will be attached to the message and forwarded to the TSCO or the assistant TSCO with distribution instructions. Each individual who processes or takes possession of the message will sign the Top Secret Disclosure Sheet. After initial distribution has been made, only the command TSCO may authorize reproduction of Top Secret naval messages. Top Secret naval messages are on temporary loan to the user and will be returned to the CMCC for disposition when no longer needed.

(1) When naval messages of an urgent nature are received requiring an immediate response, the recipient and TSCO will both be notified promptly so that necessary action can be taken to answer the requirements of the message and simultaneously bring the message under control.

7. NATO Classified Material. This Headquarters is authorized to receive and transmit NATO material from the U.S. Central Registry and other sub-registries. Receipt procedures are the same for NATO classified material as with U.S. classified material as noted in this chapter. The SNCOIC CMCC will ensure that all NATO classified documents are handled in accordance with SECNAVINST 5510.36 and, specifically, OPNAVINST C5510.101D. Procedures include the following:

a. NATO classified messages and documents may only be processed by designated CMCC personnel holding a final security clearance equal to the materials to which they have access.

b. NATO classified material will be stored separately from all U.S. classified material.

c. NATO documents such as COSMIC Top Secret/ATOMAL material will be stored separate from NATO Secret documents. The COSMIC Top Secret ATOMAL and Alternate COSMIC Top Secret ATOMAL appointees will be

designated in writing. (See figure 2-2).

d. Authorization to receipt for NATO AUTODIN/MDS naval messages will be maintained in the CMCC and the Force Command Center (FCC).

e. Authorizations must contain a sample signature of personnel authorized to receipt for such material(s).

8. Destruction of Top Secret and Secret CMCC Controlled Classified Material. When destruction of Top Secret and Secret CMCC controlled classified material is required, the SNCOIC CMCC will ensure the following are accomplished:

a. Prepare a Destruction Report (figure 1-8) using the CMCS Database. Under no circumstances will Top Secret material be entered on the same destruction report as containing destruction records of Secret classified material. Destruction reports for NATO material will also be prepared separately.

b. Have a witness present during destruction who possesses a security clearance equal to the highest classification of the material being destroyed. Prior to destruction, a witness, as well as the SNCOIC CMCC, will make an item by item check to ensure the items(s) being destroyed match those on the destruction report.

c. The item(s) will then be destroyed. Along with the Authorizing Official's signature, the witness will also sign and date the destruction report.

d. Once the item has been destroyed, the item will be deleted from the CMCS Database and the destruction report filed.

e. Complete destruction in accordance with SECNAVINST 5510.36.

f. Maintain the Destruction Reports for a period of two years from the date of destruction. Top Secret destruction reports will be maintained for five years along with any letters of transmittal and records of disclosure.

g. The SNCOIC CMCC will ensure that Top Secret and Secret material are destroyed by utilizing the disintegrator or an approved crosscut shredder located within the CMCC.

h. Non-CMCC controlled Secret material i.e., Secret naval

messages, working papers, or Secret classified material gleaned from the SIPRNET may be destroyed within respective SCP's without making a report to the CMCC using an approved crosscut shredder reducing the classified material to shreds no greater than 3/64 inch wide by 1/2 inch long.

9. Destruction of CMCC Controlled Confidential Material. CMCC controlled Confidential classified material must be returned to the CMCC for disposition/destruction when no longer required within an SCP. Other non-CMCC controlled Confidential material i.e., confidential naval messages, working papers, confidential classified material gleaned from the SIPRNET may be destroyed within respective SCP's without making a report to the CMCC using an approved crosscut shredder reducing the classified material to shreds no greater than 3/64 inch wide by 1/2 inch long.

10. Destruction of NATO Material. NATO Classified Material will be destroyed with the same procedures and precautions as U.S. classified material. Destruction reports, control records, disclosure records, and external transfer receipts for COSMIC Top Secret material will be maintained for 10 years.

11. Destruction of Sensitive Unclassified Material. Sensitive Unclassified (SU) information equates to unclassified information deemed as For Official Use Only (FOUO).

a. FOUO information is exempt from public disclosure under a Freedom of Information Act (FOIA) Request. SU is not a security classification marking; however, it is an information designation used in the Automated Information System (AIS) accreditation process.

b. All USMC unclassified AIS's and networks are accredited to process information at the SU level, hence, any unclassified information processed on SIPRNET or NIPRNET, by default is considered as SU and will be destroyed in the same manner as CMI, utilizing a cross cut shredder.

12. Emergency Action Plan. Emergency action plans will be developed in accordance with SECNAVINST 5510.36 and as further amplified by this Headquarters' Emergency Action Plan. When approved by the Command Security Manager, one copy will be posted in a conspicuous location on or near each security container within the CMCC or SCP and updated as required.

13. Original Classification of Material. The authority to originally classify information as Top Secret, Secret, or Confidential rests with the Secretary of the Navy and officials delegated the authority.

a. These officials are referred to as the Original Classification Authority (OCA).

b. The OCA for this Headquarters is the Commander, MARFORPAC.

OCA is not delegable, however, it is successive in command through the Chief of Staff.

c. A determination to originally classify information shall be made by an OCA only when the unauthorized disclosure of the information could reasonably be expected to cause damage to the national security.

14. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating, in new form, information that is already classified.

a. Derivative classifiers of classified material such as notes, working papers, or classified naval messages will glean security classification and associated markings from source-classified material in accordance with the current edition of SECNAVINST 5510.36 and appropriate security classification guides.

b. Adequate records must be maintained to support a derivative classification decision based on more than one source. Terms such as "Sensitive/Confidential", "Eyes Only", etc., will not be used in conjunction with classified information.

15. Declassification, Downgrading and Upgrading. The authority and procedures to declassify, downgrade and upgrade are outlined in the current edition of SECNAVINST 5510.36. In the event a mandatory declassification review is requested, the Division or Special Staff Section originating the classified material will determine if the requested information may be declassified, and the request will be processed in accordance with the current edition of SECNAVINST 5510.36.

a. When upgrading, downgrading and declassifying is required, the SNCOIC CMCC will ensure the following tasks are accomplished:

(1) At minimum, place the new classification marking on

the cover and on the first page of the document.

(2) Annotate the promulgation page with the new classification, the authority, the date, and who performed the action.

(3) Annotate the CMCS database.

(4) In the case of declassification, should the information become unclassified in its entirety, the document will be annotated as "unclassified" and filed with the Force Adjutant in the Command's Central Files System.

16. Reproduction and Distribution of Classified Documents. Should it be necessary to reproduce and or distribute a CMCC controlled classified document, a request must be submitted to the SNCOIC CMCC, using figure 1-4.

a. SCPs must complete the request for reproduction and distribution as follows:

(1) Subject or Title

(2) Originator. The originator is the individual who prepared the document.

(3) Control Number. A control number will be assigned by the CMCC for a new document created or received. This control number will continue to identify the document throughout reproduction.

(4) Date. The Division or Special Staff Section originating the document will assign the date of a new document originated by the command. If Force Reproduction is tasked, then they will assign the date. When reproduction is requested for a document with the date already assigned by the originator, the date will remain the same.

(5) Classification. The classification will be the same classification as the document.

(6) Number of Copies Required. For each new document prepared by the command, the number of copies requested must be consistent with the document's distribution list.

(7) Required by Date. The "Required By Date" is the

completion date required for reproduction and distribution.

(8) Justification. A reason for the request must be provided.

(9) Distribution. A list of Divisions/Sections or commands to receive the document must be provided.

b. The SCP will send the original request to the SNCOIC CMCC and hold a file copy for record purposes.

c. The SNCOIC CMCC will review and approve or disapprove the reproduction distribution request.

d. The SNCOIC CMCC will ensure the following actions are taken:

(1) The authorized number of copies is reproduced.

(2) A locator sheet and 3/100 form are prepared for each copy.

(3) The CMCS database is annotated as to the location of each copy.

17. Magnetic Media Security Classification Labels. The command policy on labeling of diskettes includes that upon removal of commercial shrink wrap from a box of diskettes, all diskettes will be labeled as follows with a magnetic media security classification label commensurate with the diskettes' intended use, and safeguarded accordingly:

- |                 |        |   |
|-----------------|--------|---|
| a. TOP SECRET   | Orange | SF 706                                  |
| b. SECRET       | Red    | SF 707                                  |
| c. CONFIDENTIAL | Blue   | SF 709                                  |
| d. UNCLASSIFIED | Green  | NAVMC 11196 (Sensitive<br>Unclassified) |

18. Working Papers. Working papers are the classified notes and naval messages utilized as background and reference material in the conduct of daily activities. Because working papers are not designed for permanent retention, they do not require formal accounting.

However, the following procedures are required by SECNAVINST 5510.36 and must be strictly adhered to within this Command:

- a. Material must be dated when created.
- b. Each page must be marked on the top and bottom with the highest classification of any information they contain.
- c. Safeguarded in accordance with the classification assigned.
- d. Controlled within the CMCS and marked as a finished document when retained more than 180 days or when transmitted outside of this Command.
- e. Destroyed, by authorized means, when no longer needed.
- f. If working papers relating to one subject area or project are maintained in one binder or folder, the entire package of material may be considered a single working paper.
- g. Classified notes from a training course or conference are considered working papers.
- h. The above procedures do not apply to NATO material. All NATO material must be controlled through the CMCC.
- i. The accounting, control and marking requirements prescribed for finished documents will be followed when working papers contain Top Secret information. All Top Secret classified material, less SCI and other special types of classified information, will be controlled by the CMCC.

#### 19. Receipts

- a. Top Secret material will be transmitted under a continuous chain of receipts.
- b. Secret material will be covered by a receipt between commands and other authorized addresses.
- c. Receipts for Confidential material are not required except when transmitted to a foreign government.

20. Hand Carrying of Classified Material. Hand carrying of Classified Material can only be approved by the Command Security Manager. (See figure 2-6)

a. All possible precautions should be taken to preclude unauthorized disclosure of classified material whenever it is being hand carried. All hand carried classified material will be double wrapped per SECNAVINST 5510.36. For movement on Oahu, the classified material at a minimum, will be placed in a sealed plain envelope bearing the overall security classification and official command address to which it is being taken, and placed in a container (i.e., a locked brief case). The locked brief case will not bear any external markings and may serve as the second outer wrapping. For any travel requiring transportation of classified material off the island of Oahu, the classified material will be double-wrapped by the CMCC.

b. Because of the inherent security risks in the hand carrying of classified material while in a travel status, hand carrying shall only be authorized in the following situations:

(1) When classified material is required at the traveler's destination.

(2) When classified material is not available at the command to be visited or a nearby command.

(3) When classified material cannot be transmitted by other authorized means secure means such as USPS Registered Mail, Secure FAX, SIPRNET or GCCS due to time or other constraints.

c. When hand carrying of classified material while in a travel status is authorized, the following requirements shall be met:

(1) The classified material shall be in the physical possession of the individual at all times unless proper storage at a government activity is available. Overnight stopover is not permitted without advance arrangements for proper overnight storage in a government activity.

(2) An inventory of all classified material carried will be on file with the Command Security Manager prior to departure from the command.

(3) All individuals authorized to hand carry classified material aboard commercial aircraft shall be issued a Courier Card, DD Form 2501 (figure 2-7), be designated in writing (See figure 1-9) and briefed by the Command Security Manager per SECNAVINST 5510.36.

21. Embarkation of Classified Material. The CMCC will coordinate with the section SCPs when embarking classified material for deployment.

a. All Divisions/Special Staff Sections participating in the exercise or operation, which will require embarkation of Classified Military Information (CMI), will deliver it to the CMCC by the "No Later Than Date" assigned by the CMCC. The following are the requirements of each Division/Special Staff Section prior to deployment of CMI:

(1) Appointment letters for exercise/operation SCPs (figure 2-8) must be on file in the CMCC before the material will be accepted for embarkation. The individuals appointed must be available at the deployment site in order to receipt for the CMI as well as possess the appropriate security clearance needed to handle the CMI.

(2) Classified Material Hand Receipt(s) (figure 2-9) must be filled out completely and legibly, listing each item being embarked, prior to delivering the CMI to the CMCC for embarkation.

(a) Hand Carrying of CMI in connection with an exercise or contingency will not be permitted, without prior written authorization by the Command Security Manager utilizing the format in figure 2-6.

(b) Unclassified Material such as office supplies or personal gear will not be transported by the CMCC.

b. Once the SCPs for the exercise or contingency have been appointed and the Classified Material Hand Receipts have been properly completed, the following process will be accomplished:

(1) The section SCP will deliver the CMI to be deployed, along with three copies of the Classified Material Hand Receipt(s) (figure 2-9) to the CMCC.

(2) A joint inventory of the CMI will be conducted between the CMCC and the SCP prior to acceptance of the CMI by the CMCC. The SCP conducting the inventory must be the same SCP who will sign for the material upon arrival at the deployment site.

(3) After the initial inventory is complete, one copy of the Classified Material Hand Receipt(s) will be embarked with the CMI,

the CMCC representative will retain one copy, and one copy will go to the SCP.

(4) The CMI will be transported to the deployment site accompanied by a CMCC representative. The CMCC representative will maintain positive control of the CMI at all times up until it is redistributed to the SCPs.

(5) Once at the deployment site, the CMI will be distributed to the SCPs who have been designated in writing. A second joint inventory will be conducted at this time between the CMCC representative and the SCP.

(6) Upon completion of the exercise or contingency, a third inventory of the CMI will be conducted between the CMCC representative and the SCP. It is at this time that all CMI that was signed out prior to the exercise or operation, as well as any CMI that might have been generated during the deployment, be accounted for prior to embarkation back to this Headquarters.

(7) The CMI will be transported back to this Headquarters in the same manner it was transported to the deployment site.

(8) Upon the arrival of the CMCC representative and the CMI back at this Headquarters, a fourth and final joint inventory between the CMCC and the SCPs will be conducted and all CMI will be redistributed to the appropriate Division/Special Staff Section.

22. Annual Review Board. The CMCC will conduct an Annual Review of all classified material controlled by the CMCC and Secondary Control Points to identify documents recommended for retention or destruction.

23. Annual Clean Out Day. The CMCC will annually designate one day or days for each SCP to conduct a review of all classified material held, in order to identify unnecessary classified material for destruction.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
G-1  
19 Jun 00

From: Commander, U.S. Marine Corps Forces, Pacific  
To: Major John B. Marine 123 45 6789/0180 USMC

Subj: APPOINTMENT AS THE TOP SECRET CONTROL OFFICER

Ref: (a) SECNAVINST 5510.36  
(b) MARFORPAC 5510.18

1. Per the references, you are hereby appointed as the Command Top Secret Control Officer.
2. Accordingly, you will conduct a joint physical inventory with the off going Top Secret Control Officer and verify its accuracy and accountability.
3. Additionally, you will familiarize yourself with the responsibilities for this collateral duty as outlined in the references.
3. This appointment is effective this date and is only to terminate upon notification by this office. This appointment supersedes all previous appointments for the subject billet.

I. M. SHARP  
By direction

-----

Figure 2-1.--Sample format for Appointment of Top Secret Control Officer.

SOP FOR CMCC

FIRST ENDORSEMENT

From: Major John B. Marine 123 45 6789/0180 USMC  
To: Commander, U.S. Marine Forces, Pacific

1. I have familiarized myself with the applicable provisions of the references and have assumed duty as the Top Secret Control Officer for this Headquarters.
2. A joint physical inventory was completed on \_\_\_\_\_.

J. B. MARINE

Figure 2-1.--Sample format for Appointment of Top Secret Control Officer (cont.).

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
G-1  
19 Jun 00

From: Commander, U.S. Marine Corps Forces, Pacific  
To: Major John B. Marine 123 45 6789/0180 USMC

Subj: ASSIGNMENT AS THE NATO CONTROL OFFICER

Ref: (a) OPNAVINST C5510.101D

1. Per the reference, you are designated as the NATO Control Officer for this Headquarters.
2. You are to familiarize your self with the reference and ensure strict compliance with the guidelines established therein.
3. This appointment letter is effective this date. All previous assignments for the subject billet are canceled upon receipt of this letter.

I. M. SHARP  
By direction

-----  
FIRST ENDORSEMENT

From: Major John B. Marine 123 45 6789/0180 USMC  
To: Commander, U.S. Marine Corps Forces, Pacific

1. I have familiarized myself with the reference and have assumed the duties as the NATO Control Officer for this Headquarters.

J. B. MARINE

Figure 2-2.--Sample format for Appointment of NATO Control Officer.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
G-1  
19 Jun 00

From: Commander, U.S. Marine Corps Forces, Pacific  
To: Staff Sergeant Drill N. Structor 098 76 543/0193/8511 USMC

Subj: ASSIGNMENT AS NAVAL WARFARE PUBLICATIONS CUSTODIAN

Ref: (a) NWP 1-01  
(b) NTP 4  
(c) OPNAVINST 5606.19  
(d) OPNAVINST 5605.20  
(e) OPNAVINST 3120.32

1. Per reference (a), you are designated as the Naval Warfare Publications Custodian for this Headquarters. Your responsibilities and duties are set forth in the references.

2. This appointment letter supersedes all previous assignments for the subject billet.

I. M. SHARP  
By direction

-----  
FIRST ENDORSEMENT

From: Staff Sergeant Drill N. Structor 098 76 543/0193/8511 USMC  
To: Commander, U.S. Marine Forces, Pacific

1. I have familiarized myself with the applicable provisions of the references and have assumed duty as the Naval Warfare Publications Custodian of this Headquarters.

D. N. STRUCTOR

Figure 2-3.--Sample format for Appointment of NWPL Custodian.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-8001

IN REPLY REFER TO  
5511  
G-2  
19 Jun 00

From: Assistant Chief of Staff, G-2  
To: Staff Noncommissioned Officer in Charge, Classified Material  
Control Center

Subj: APPOINTMENT OF SECONDARY CONTROL POINT CUSTODIAN

Ref: (a) MARFORPACO P5510.18

1. The below listed individual is appointed as Secondary Control Point (SCP) Custodian for the G-2 Division per the reference. This individual is authorized to receipt for classified material up to and including Top Secret.

<u>RANK/NAME</u>	<u>SSN</u>	<u>SECTION</u>	<u>SIGNATURE</u>
SSgt D. I. Sergeant	112 33 4567	G-2	_____

2. Point of contact is SSgt I. M. Admin at 477-0000.

B. A. SMITH

Figure 2-4.--Sample format for Appointment of Secondary Control Point Custodian.

# SOP FOR CMCC

SECURITY CONTAINER INFORMATION		
1. ORIGINATE PART 1 AND PART 2A ON END OF FLAT.	1. AREA OR POST (if required)	2. REGION (if required)
2. DETACH PART 1 AND ATTACH TO BACK OF CONTAINER.	4. ACTIVITY SYMBOL, SYMBOL, SYMBOL OR OFFICE	5. CONTAINER NO.
3. MARK PARTS 2 AND 2A WITH THE LARGEST CLASSIFICATION ENCLOSED IN THIS CONTAINER.	6. INFO. & TYPE CODE	7. INFO. & TYPE CODE
4. DETACH PART 2A AND INSERT IN ENVELOPE.	8. NAME AND SIGNATURE OF PERSON MAKING CHANGE	9. DATE COMPLETION CHANGE
5. AND REPEAT ACT ESTIMATING ON REVERSE.		
2B. Immediately verify one of the following persons, if the container is under open and unattended:		
NAME, TYPE NAME	HOME ADDRESS	HOME PHONE

1. ATTACH TO INSIDE OF CONTAINER

700-152  
REF 700-01-214-5372

STANDARD FORM 700 (4-11)  
GSA GEN. REG. NO. 27  
5010-108  
22 OCT 2003

## WARNING

WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER	
COMBINATION	
Item is the Right (Left) side of _____ Item is the (Right) (Left) side of _____ Item is the (Right) (Left) side of _____ Item is the (Right) (Left) side of _____	
THIS COPY CONTAINS CLASSIFIED INFORMATION (When COMBINATION IS ENTERED) UNCLASSIFIED UNDER CONTROL OF COMBINATION	
2A	INSERT IN ENVELOPE
	SF 700 (4-11) Prescribed by GSA GEN. REG. NO. 27 5010-108 22 OCT 2003

Figure 2-5.--Sample Standard Form 700.

SOP FOR CMCC



**UNITED STATES MARINE CORPS**  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HN 96861-5001

IN REPLY REFER TO  
5511  
G1/Sec  
31 May 00

From: Command Security Manager, U. S. Marine Forces Pacific  
To: Sergeant John R. Doe 123 45 6789/0511 USMC, Courier Card #AV  
29827, Expires 06 Apr 01

Subj: AUTHORIZATION TO HAND CARRY CLASSIFIED MILITARY INFORMATION  
(CMI) ABOARD U. S. COMMERCIAL AIRCRAFT

Ref: (a) SECNAVINST 5510.36

Encl: (1) Handout "Do's and Don'ts of Hand carrying "CMI"

1. Per the reference, you are authorized to hand carry CMI up to the security classification of Secret, aboard Commercial Aircraft identified in the itinerary below. This authorization is **ONE WAY ONLY** and expires 16 calendar days from date of issue.
2. Prior to your departure, you are to ensure that the CMI identified below has been processed via the MARFORPAC Classified Material Control Center (CMCC) to facilitate double wrapping per the reference. Additionally, you will ensure that secure storage arrangements are immediately available upon arrival at your destination.
3. Hand carried CMI must remain under your constant visual surveillance while traveling aboard authorized conveyances. Hand carried CMI may not be stowed in stowage compartments not within your immediate visual range. Storage within a locked briefcase under the seat in front of you is the preferred location.
4. When designated as a courier of CMI, you remain in a duty status until such time as the hand carried CMI is once again afforded secure storage at your destination. Accordingly, while conducting courier duties, activities such as sleeping and the consumption of alcoholic beverages are prohibited.

Figure 2-6.--Sample Hand Carry Authorization Letter.

SOP FOR CMCC

5. Itinerary:

Depart Honolulu, HI International Airport via Trans World Airlines, Flt #2, 04 Jun 00 at 1750

Arrive St. Louis, IL International Airport, 05 Jun 00 at 0644

Depart St. Louis, IL International Airport via Trans World Airlines, Flt #1, 16 Jun 00 at 1140

Arrive Honolulu, HI International Airport, 16 Jun 00 at 1527

6. Description of CMI contained in a double wrapped package:

One (1) Secret Hard Drive (S/N 12C3456P JHO EC.B)

7. Point of Contact at Destination: Sgt J. N. Smith, USTRANSCOM, Scott AFB, IL at DSN 576-6898.

8. By copy hereof, the USTRANSCOM POC is requested to assist the courier in returning all hand carried CMI to this Command via registered mail to:

COMMARFORPAC (Attn: CMCC)

P.O. Box 64137

Camp H. M. Smith, HI 96861-4137

9. Point of Contact at Parent Command/Issuing Authority. Command Security Manager, Mr. G. K. Hanson, DWH DSN: 477-8419, CML: (808) 477-8419, AWH via the Force Command Center DSN: 477-0077, CML: (808) 477-0077.

G. K. HANSON

Copy to:

SNCOIC, CMCC

AC/S, G-5 Division

USTRANSCOM Scott AFB, IL (FAX: DSN 576-8050)

Figure 2-6.--Sample Hand Carry Authorization Letter (cont.).

SOP FOR CMCC


COLLATERAL AND INFORMATION		AV 29817	
			

Figure 2-7.--Sample DD Form 2501.

SOP FOR CMCC



UNITED STATES MARINE CORPS  
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC  
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO  
5511  
G-4  
28 Jul 00

From: Assistant Chief of Staff, G-4  
To: Staff Noncommissioned Officer, Classified Material Control Center  
Subj: APPOINTMENT OF SECONDARY CONTROL POINT CUSTODIANS WHILE DEPLOYED TO KOREA IN SUPPORT OF EXERCISE ULCHI FOCUS LENS 2000 (UFL 00)  
Ref: (a) MARFORPAC P5510.18

1. While deployed to Korea in support of Exercise UFL 00, the below listed individuals are appointed as the Secondary Control Point and Alternate for the G-4 section in accordance with the reference. These individuals are authorized to receipt for classified material up to and including Secret.

SECONDARY CONTROL POINT

<u>GRADE</u>	<u>NAME</u>	<u>CLNC</u>	<u>SSN</u>	<u>SIGNATURE</u>
GySgt	M. R. Clean	Secret	123 45 6789	

ALTERNATE CONTROL POINT

<u>GRADE</u>	<u>NAME</u>	<u>CLNC</u>	<u>SSN</u>	<u>SIGNATURE</u>
Sgt	I. M. Well	Secret	987 65 4321	

2. This authorization will expire upon return from subject exercise.

E. M. BARK

Copy to:  
Scty Mgr

Figure 2-8.--Sample format for appointment of SCP for exercises and operations.

SOP FOR CMCC

Classified Material Control Center (CMCC)  
Classified Material Hand Receipt

Person Compl Inventory (Initial box)					Witness (Initial box)			
1	2	3	4		1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Person Conducting Inventory		Witness	
Pre-Deployment	1. _____	_____	_____	_____
	Name	Rank	Name	Rank
Pre-Exercise	2. _____	_____	_____	_____
	Name	Rank	Name	Rank
Post Exercise	3. _____	_____	_____	_____
	Name	Rank	Name	Rank
Post Deployment	4. _____	_____	_____	_____
	Name	Rank	Name	Rank

Figure 2-9.--Sample Classified Material Hand Receipt.

SOP FOR CMCC

CHAPTER 3

EMERGENCY ACTION PLAN AND PROCEDURES

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## SOP FOR CMCC

### CHAPTER 3

#### EMERGENCY ACTION PLAN AND PROCEDURES

3000. SCOPE. In the event of an emergency situation, the security of classified material becomes paramount. These procedures set forth courses of action to be taken to protect the classified holdings of the CMCC and Secondary Control Points. Under normal circumstances this emergency action plan will be implemented by the Assistant Chief of Staff, G-1, or his representative, upon receiving orders from the Commanding General or other responsible senior officers acting in his absence.

#### 3001. RESPONSIBILITY AND PROCEDURES

1. Emergency Action Plan. This plan will be implemented for two types of emergencies: Natural, i.e., flood, fire, hurricane; and Casualty, i.e., vehicle collision or aircraft crash.

a. In the event of a natural or casualty emergency, securing or removing classified material, as directed, will provide adequate security. In case of fire, the primary consideration is the safety and welfare of personnel. If it is not possible to safely secure or remove classified material, it will be left in place to be consumed by the fire. **UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR PERSONNEL UNDER THEIR CHARGE TO INJURY OR POSSIBLE DEATH TO SAFEGUARD CLASSIFIED MATERIAL FROM FIRE.** If classified material controlled by an SCP is destroyed by fire, records will be obtained from CMCC files in order to provide required destruction reports in accordance with SECNAVINST 5510.36. Classified material will be secured or removed in the following manner:

(1) Securing. When directed to secure classified material, ensure that all classified material is immediately placed in approved security containers.

(2) Removal. When directed to remove classified material to a more secure location, ensure that all classified material is gathered ensuring that logbooks, or other proper control files are also transported for inventory purposes. Once removal of material has been accomplished, a complete inventory will be conducted to ensure that a complete removal was accomplished.

b. In the event of an emergency notification, duty personnel